



## Terms of reference - Science Officer

### Principle duties and responsibilities

The Science Officer (SO) is based in a country and is responsible for assisting the Project Scientist (PS) in the coordination and delivery of scientific and community outreach programmes. The responsibilities of the SO include assisting with the provision of on-going training to CCC volunteers and local counterparts in basic tropical ecology, species identification skills, surveying techniques and natural resource management, and assisting with the delivery of survey work undertaken after each science training week.

The SOs have access to a range of teaching resources on site and are line managed by the Project Scientist. Prior to and during the expedition, the SOs will be in regular contact with the CCC's Head of Science in the UK. The SOs will be provided with a 'Science Staff Manual' for reference use throughout the employee's contract.

The position of SO is a minimum six month non-salaried post. The SO will receive no financial remuneration for their services but will receive some benefits in kind (as stated in the employee's contract).

The SO is part of a small team of expedition staff whose aim is to ensure the smooth running of the expedition science, whilst supporting CCC's aims and objectives to provide resources to sustain livelihoods and alleviate poverty through the protection, restoration and management of coral reefs and tropical forests.

The Science Officer (SO) will be responsible for assisting with the conduction of CCC's conservation programme, which shall include but not limited to:

- **Assisting the teaching of CCC training programme**

Working with the Project Scientist (PS) to teach CCC courses in basic tropical marine and/or terrestrial ecology, species identification and survey techniques following guidelines laid out by CCC Head Office staff. The SO is also expected to facilitate local education efforts in any reasonable manner which will enhance the objectives of the project and compliment the surveying programme.

- **Assisting the co-ordination of surveying**

Working with the PS to co-ordinate field surveys to map habitats and inventory the species encountered. This includes management and guidance of the volunteers to

meet the objectives of the surveying programme. The SO is also required to be available for volunteers to ask questions relating to the surveying and to answer these requests to the best of their ability.

- **Management of scientific equipment**

The SO must ensure that the scientific equipment and facilities are well maintained. These include a number of teaching resources and equipment for use on the surveys. The SO must also maintain an inventory of the scientific materials and submit requests for resupplies to maintain the specified level of stocks.

- **Provision of bi-weekly reports**

The SO will be required to provide bi-weekly reports to the PS and UK Head Office staff summarising the progress of the training (if applicable) and the location of surveying conducted over the week, including any specific findings of importance. Any requests or queries should also be included. At the end of the project the SO will provide CCC with a report detailing the training, surveying and problems/ recommendations/ comments.

- **Other duties**

The SO's responsibilities do not lie solely within the field of science. As a member of expedition staff, the SO is expected to assist the Field Base Manager (FBM) and other staff members in all areas of expedition management.

- **Professionalism**

As a member of staff, the SO is a representative of CCC and therefore must maintain the highest level of professionalism at all times during the expedition. The SO must support both the FBM's judgement in managing the expedition and CCC's objectives of providing assistance to the host country in the development of resource management initiatives. Any grievances or problems experienced by the SO must be reported immediately and exclusively to the Head of Science and if necessary to the CCC Directors. The SO is responsible to the Head of Science and line managed in-country by the PS.